



Quick Look at Adding a Resource

Use this Quick Look Guide to learn how to add a resource for an Organization



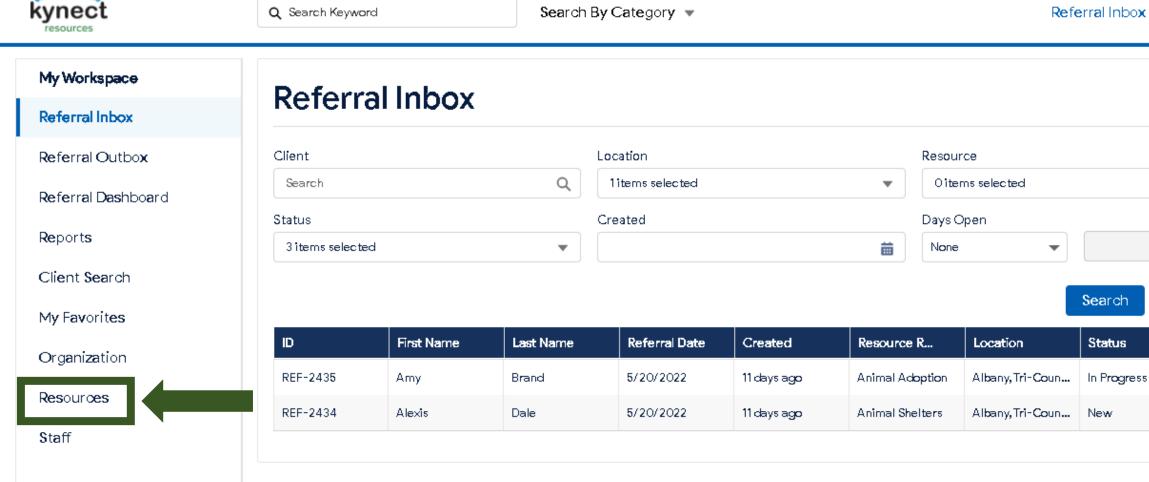


*

Reset

Edit

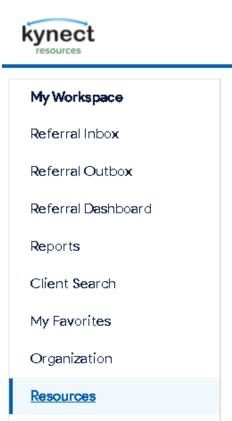
Log in to **kynect resources** and navigate to **Workspace** and click the **Resources** button



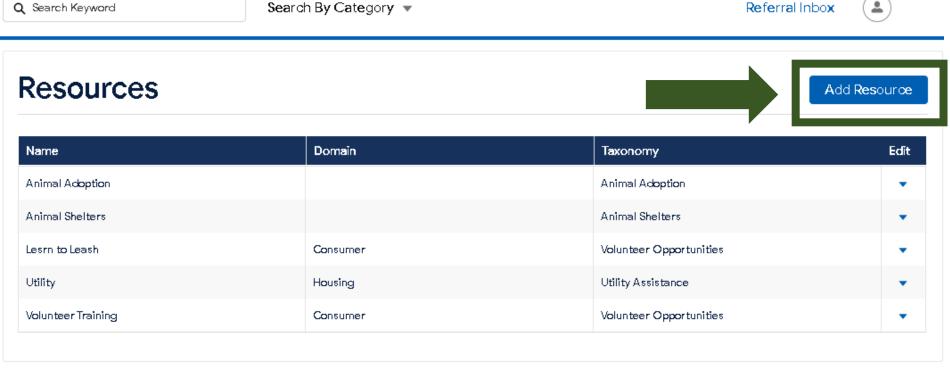








Staff





On the **Resource Details** screen, enter the **Resource name**, **Taxonomy** and **Domain**.



| dy Workspace | ← Back to Our Resources | | |
|-------------------------|---|-----------|-------------|
| eferral Inbox | Resource Details | | Canoel Save |
| Referral Outbox | | | |
| Referral Dashboard | Resource Information | | |
| Re port s | *Resource Name | *Taxonomy | |
| Client Search | | Search | Q |
| My Favorites | *Domain None | ~ | |
| | | • | |
| Resources | | | |
| Staff | The Resource Name is entered by | the user. | |

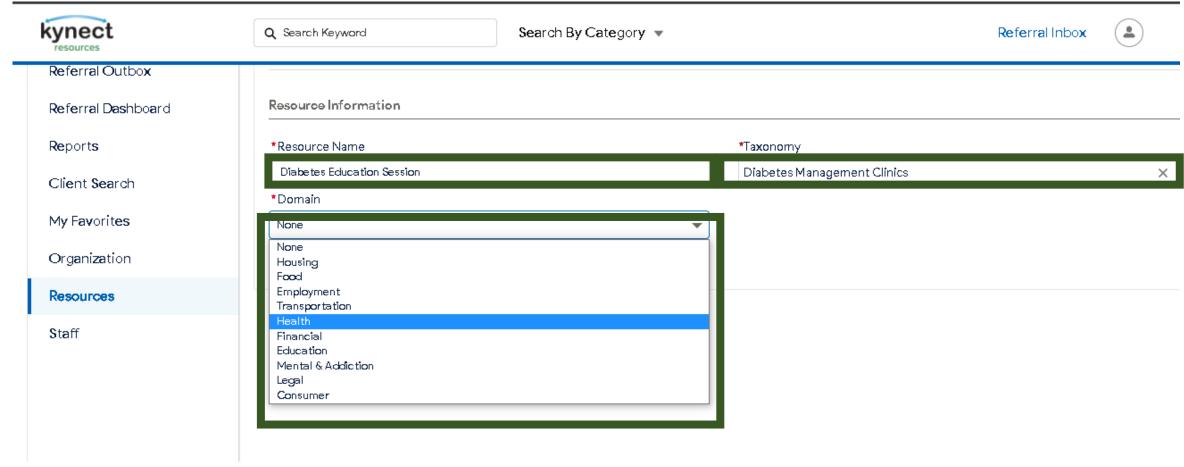
• The **Domain** is the Category the resource will be listed in **kynect resources**



An example entry is:

- ✓ Diabetes Education Session for name
- ✓ **Diabetes Management** for Taxonomy and
 - ✓ Health for Domain

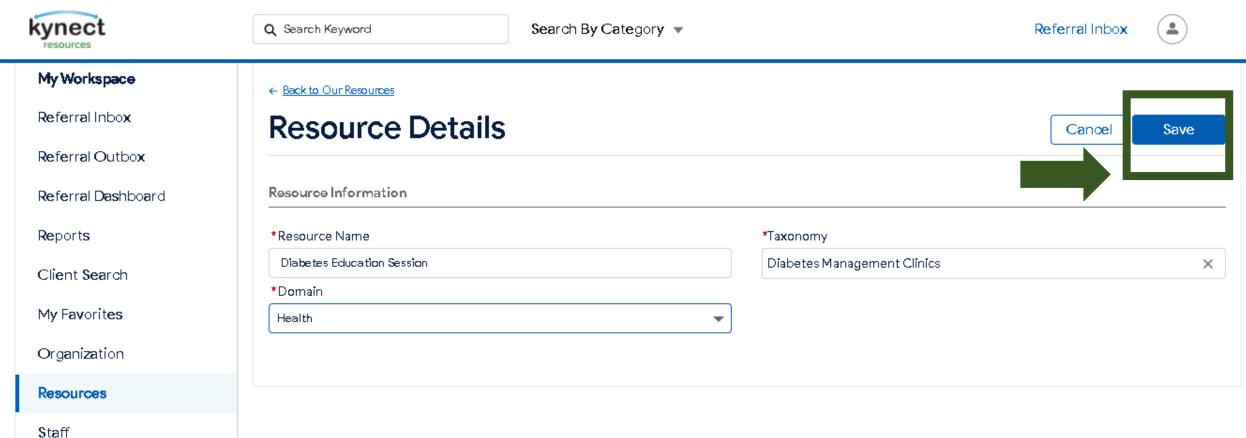








Next, click **Save**



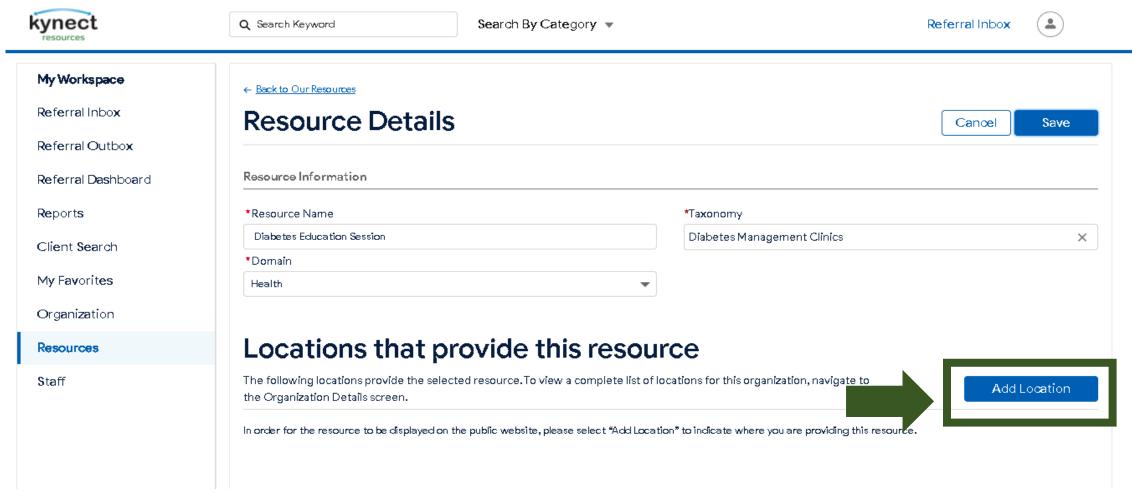




resources

kynect

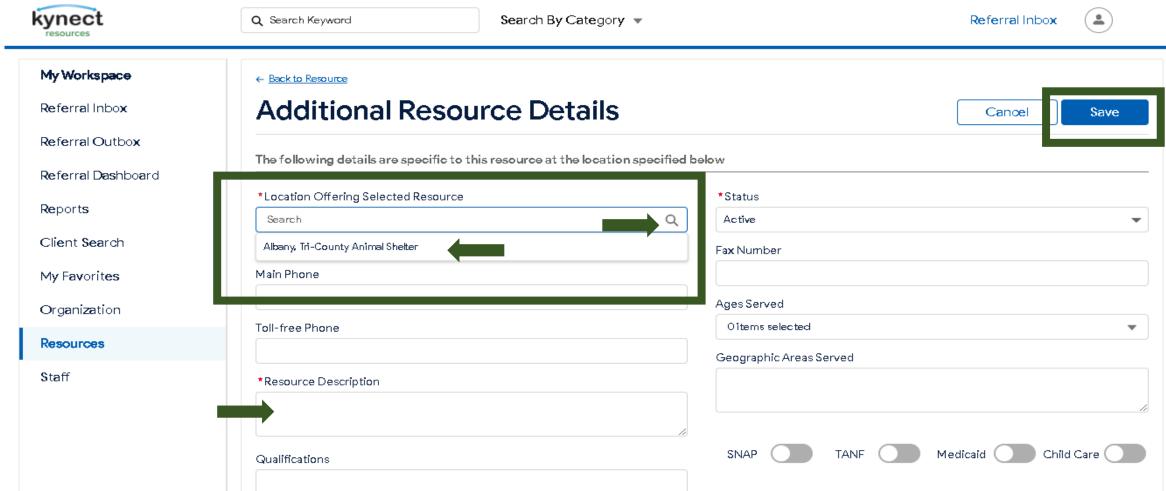
Next, indicate the **Location** for this resources. Click **Add Location** to complete details about this new Resource.





On the Additional Resource Details screen, Click the **Location field** and the location detail will display. Select the appropriate location (some organizations have multiple locations to choose) and complete the remaining fields with details about the Resource and click **Save**.



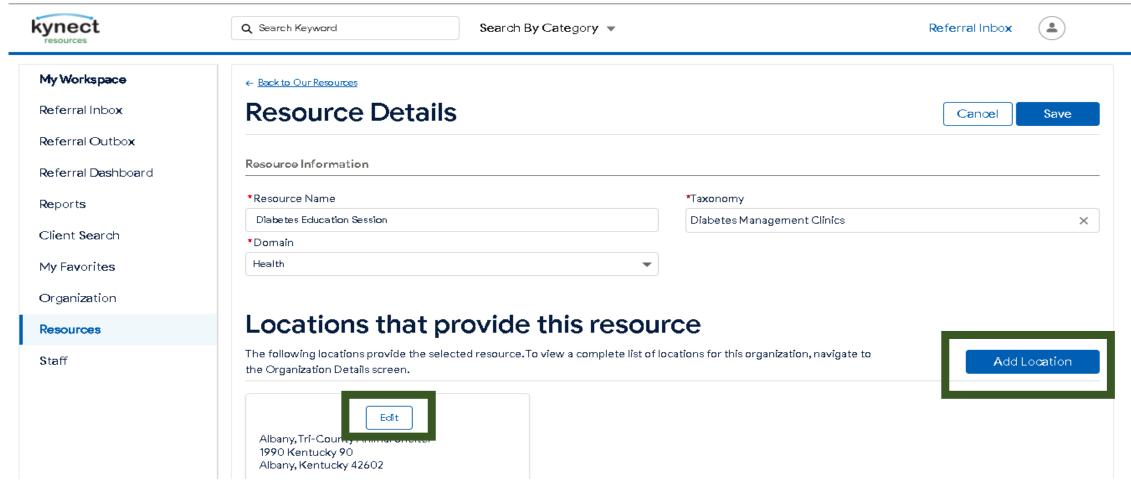




The new Resources has now been successfully added and can be found in **kynect resources** by residents and organizations.

Other locations may be added for this resource if applicable. Use the **Edit** button to **change details** about the resource or make the resource **inactive**.









Thank you

For additional support, please use the Help section in **kynect resources** or email **kynectresources@ky.gov**